

**THE SUPREME COURT OF INDIANA**

# **2008 PROBATION QUARTERLY REPORTS**

---

## **APPLICATION GUIDE**

**DIVISION OF STATE COURT ADMINISTRATION**

**10/28/2008**



## Table of Contents

ACCESSING ICOR.....	6
ADULT FELONY AND MISDEMEANOR PROBATION QUARTERLY REPORTS .....	14
Columns – Supervisions .....	14
1. Pre-trial Supervisions.....	14
2. Post Sentence Supervisions.....	14
3. “Split-Sentence” Supervision.....	15
4. Interstate Accepted.....	15
5. Intrastate Accepted.....	15
6. Supervision in Lieu of Prosecution.....	16
7. Judgment Withheld .....	16
8. Drug Court Supervision .....	16
9. Other .....	16
10. Total Supervisions.....	17
Part I — Adult Supervisions .....	17
Part I, Line A: Supervisions Previously Pending.....	17
Part I, Line B: New Supervisions Received.....	18
Part I, Line C: Supervisions Re-Opened.....	18
Part I, Line D: Total Supervisions before You .....	18
Part II—Closed and Inactive Supervisions .....	18
Part II, Line E: Discharged (Completed Probation).....	19
Part II, Line F: Revoked Because of New Offense.....	19
Part II, Line G: Revoked for Technical Violation Only .....	20
Part II, Line H: Absconded and/or Warrant Active .....	20
Part II, Line I: Other Closed/Inactive Supervisions.....	20
Part II, Line J: Subtotal Closed/Inactive Supervisions .....	21
Part II, Line K: Supervisions Pending at End of Quarter .....	21
Part III – Status on Pending Supervisions.....	21
Part III, Line L: Standard Supervision.....	22

Part III, Line M: Intra-State Transferred Out.....	22
Part III, Line N: Inter-State Transferred Out .....	22
Part III, Line O: Other Supervisions (specify).....	23
Part III, Line P: Total – Should equal line K under Part II.....	23
Comments Regarding Column and Line Entries .....	23
Part IV — General - Additional Information.....	24
Question 1, Total number of felons or misdemeanants under probation supervision with your department at end of reporting period.....	25
Question 2, Risk Assessment Classifications .....	25
Question 3, Other Administrative classifications at the end of the reporting period.....	25
Question 4A, Pre-Sentence Investigations.....	26
B.....	26
Question 5, Provision of Services for Outside Programs .....	26
Question 6, Substance Abuse Offense Supervisions .....	27
Question 7, Number of supervisions received Line B, Column 10 that were convicted of a sex offense .....	28
Question 8, Explanations for “Other” Categories in Parts I, II and III.....	29
2008 JUVENILE PROBATION QUARTERLY REPORT .....	29
Columns—Referral Categories .....	29
1. Non-Status Delinquents .....	29
2. Status Delinquents .....	29
3. Other Referrals.....	30
Part I (A)—Referrals.....	31
Part I, Line A: Referrals Previously Pending.....	31
Part I, Line B: New Referrals .....	32
Part I, Line C: Total Referrals Before Probation Department .....	32
Part I (B)—Disposition of Referrals .....	32
Part I, Line D: Preliminary Inquiry With Recommendation to File Petition.....	33
Part I, Line E: Preliminary Inquiry With Recommendation to Dismiss .....	33
Part I, Line F: Preliminary Inquiry with Recommendation to Refer to Another Agency or County .....	33
Part I, Line G: Preliminary Inquiry with Recommendation for Informal Adjustment .....	34

Part I, Line H: Preliminary Inquiry With Recommendation for Waiver .....	34
Part I, Line I: Other Disposition of Referral .....	35
Part I, Line J: Total Referrals Disposed.....	35
Part I, Line K: Referrals Pending.....	35
Part II—Supervisions.....	36
Part II, Line A : Supervisions Previously Pending .....	36
Part II, Line B: Supervisions Received.....	37
Part II, Line C: Supervisions Re-opened .....	37
Part II, Line D—Total Supervisions Before You .....	37
Columns—Supervision Categories .....	38
1. Post-Adjudication Non-Status Delinquents .....	38
2. Post-Adjudication Status Delinquents .....	38
3. Informal Adjustment Non-Status Delinquents.....	38
4. Informal Adjustment Status Delinquents.....	38
5. Intra State Accepted Supervision.....	38
6. Interstate Accepted Supervision .....	39
7. Other supervisions .....	39
8. Total Supervisions .....	39
Part III—Closed and Inactive Supervisions.....	39
Part III, Line E: Discharged (Closed Probation).....	40
Part III, Line F: Modified and Committed to Correctional Facility (Technical Violation) .....	40
Part III, Line G: Modified & Committed to Correctional Facility (New Offense).....	40
Part III, Line H: Other Closed Supervisions .....	41
Part III, Line I: Removed from Supervision Because of New Offense .....	41
Part III, Line J: Absconded .....	41
Part III, Line K: Other.....	41
Part III, Line L: Total Closed/Inactive Supervisions .....	42
Part III, Line M: Supervisions Pending .....	42
Part IV: Status of Pending Supervisions .....	42
Part IV, Line N: Standard Supervision .....	43

Part IV, Line O: Modified & Placed in an In-State, Residential Facility (Technical Violation)	43
Part IV, Line P—Modified & Placed in an in-state Residential Facility (New Offense)	43
Part IV, Line Q: Modified & Placed in an out-of-state, Residential Facility (Technical Violation)	44
Part IV, Line R: Modified & Placed in an Out-of-State Residential Facility (New Offense)	44
Part IV, Line S: Placed in Community Transition Program	44
Part IV, Line T: Intrastate Transferred Out	44
Part IV, Line U: Interstate Transferred Out	45
Part IV, Line V: Other	45
Part IV, Line W: Total Status	45
Part V—Reports, Risk Assessments, Substance Abuse	46
Question 1, Predispositional Reports	46
Question 2, Progress Reports	46
Question 3, Number of Probationers	47
Question 4, Risk Assessment	47
Question 5, Risk Assessment: Administrative	47
Question 6, Substance Abuse Offense	47
Question 7, Sex Offense	47
Question 8, Explanations for “Other”	48

# ACCESSING ICOR

- 1) Website address: <https://incite.in.gov/>

The screenshot shows the INCITE website interface. At the top, there is a header with the INCITE logo and the text "INDIANA COURT INFORMATION TECHNOLOGY EXTRANET" and "powered by JTAC". Below the header, the page is divided into two main sections. On the left, under "Welcome to INCite", there is a "Not Logged In" status and a list of links: "Login", "Help", "Related Sites", "Recent Items", and "eCWS". A blue arrow points to the "Login" link. On the right, there are two "User Update" sections. The first is dated "July 3, 2008" and mentions QCSR deadlines. The second is dated "July 1, 2008" and mentions QCSR and Small Claims QCSR availability. Below these, there is a list of QCSR refresher training dates and times.

**Not Logged In** ←

**Welcome to INCite**

- ▶ Login ←
- ▶ Help
- ▶ Related Sites
- ▶ Recent Items
- ▶ eCWS

**July 3, 2008 — INCite ICOR User Update:**  
The QCSR deadlines have been established as follows:

**First Quarter statistics are due on July 25, 2008**  
**Second Quarter statistics are due on August 12, 2008**

**July 1, 2008 — INCite ICOR User Update:**  
The 2008 quarterly **QCSR** and **Small Claims QCSR** is **available** for entering data.

QCSR refresher training will be offered on:  
July 9 at 1:30pm (3 hours)  
July 14 at 1:30pm (3 hours)  
July 17 at 9am (3 hours)

- 2) Announcements appear on right side of page.
- 3) Left side of page indicates not logged in.
- 4) Click on Login button under "Welcome to Incite" on left side of page.

The screenshot shows the INCite Login page. On the left, there is a "Not Logged In" status and a list of links: "Login", "Help", "Related Sites", "Recent Items", and "eCWS". A blue arrow points to the "Login" link. On the right, there is a "INCite Login" section with "Username" and "Password" input fields, a "Forgot Password?" link, and a "Submit" button. A blue arrow points to the "Submit" button.

**Not Logged In**

**Welcome to INCite**

- ▶ Login
- ▶ Help
- ▶ Related Sites
- ▶ Recent Items
- ▶ eCWS

**INCite Login**

Username

Password

[Forgot Password?](#)

←

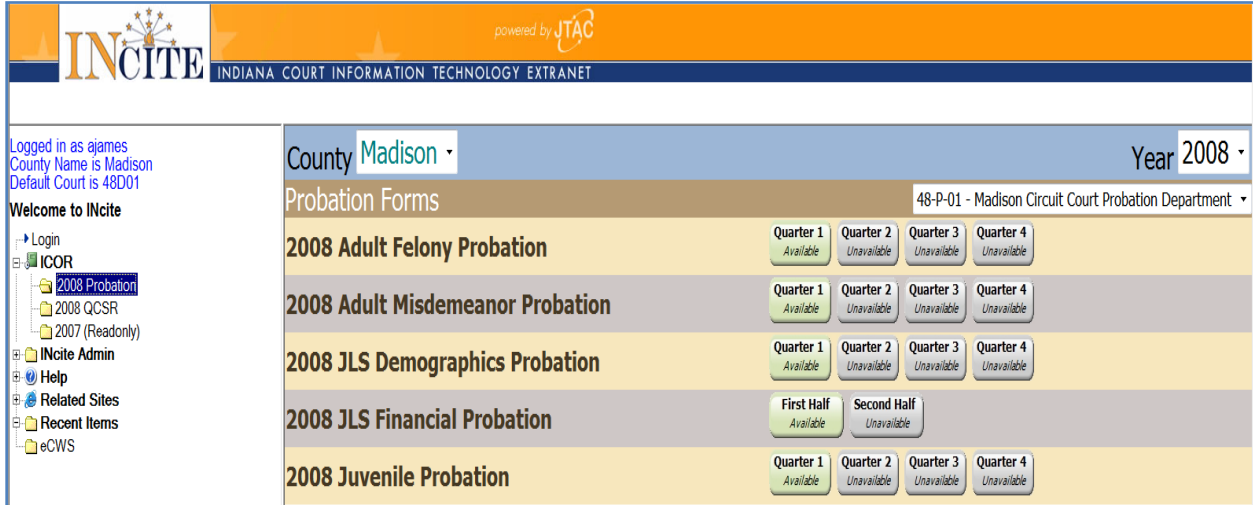
- 5) Enter username and password in entry boxes and click "Submit" button.
- 6) Screen reappears showing logged in with user name, county name and default court.

- 7) ICOR button now shows with options to choose.
- 8) Choose 2008 Probation folder.

- 9) First time entrance into Probation - User Agreement will pop up. Each time you enter after this, User Agreement will not appear.

- 10) When User Agreement appears, select access box that pertains to you as the Responsible Party, Designated Staff or special request access.
- 11) Click on Accept button.
- 12) Probation county Master Screen now appears.

## **NEW FORMAT DESIGN**



- 13) All Probation forms that apply for your department will appear on screen. Quarter one is colored green and available. Quarters two through four appear in gray and remain unavailable until the previous quarter is filled out and submitted.
- 14) New Design format includes:
  - a. Image of report no longer appears when you select the quarter report.
  - b. Color legend no longer appears, but colors still represent the same as before.
  - c. No summary page at end of report.
  - d. New status box at top of report on every page.
  - e. Errors will appear as red boxes and statement line in status box will explain error.
  - f. Status box will show report information such as which quarter you are entering, report due dates, and current status of report.



- g. To enter data, select the section icon in the status box.



- 15) Similar features from old format:

- Form shows preparer information on front page.
- Data entry remains the same.
- Report will be locked down once submitted by preparer.

**2008 Adult Felony Probation**

Report for Madison Circuit Court Probation Department (48-P-01), Quarter 1 reporting period covering 1/1/2008 through 3/31/2008. Report due on 10/31/2008. Current report status is "Available".

**Adult Felony Probation Report**

**Probation Department and Preparer Information - Felony**

**County Information**

County:	Madison
Court ID:	48-P-01
Time period covered in report:	Quarter 1 for 2008

**Preparer Information**

Name of Preparer:	lthomas - Thomas, Leona
Date Prepared:	
Phone Number:	765-640-4208
Email Address:	lthomas@madisoncty.com
Status:	Available

**Courts (Select all courts that apply)**

Available Courts:	48C01 - Madison Circuit Court
-------------------	-------------------------------

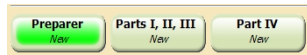
**Report Verification Information**

Name of Certifying Judge:	FREDERICK SPENCER
---------------------------	-------------------

**Annotations:**

- Save Draft, Save Final, and Submit buttons located here.
- New Status Box shows name of Probation Department, quarter reporting period, due dates and status of report.

- On Preparer or first section, select all courts that apply to probation department report.
- Fill in Judge and Chief Probation Officer names.
- "Save Draft" or "Save Final" using buttons in status box.
- "Save Draft" turns the section icon yellow; "Save Final" turns the section icon green with status of ready to submit.
- Select next section to enter data by clicking on section icon in the status box.



- 21) Fill out remainder of report. "Save Draft" or "Save Final" for each section filled out when finished entering data.
- 22) If an error occurs on the page, entry cell containing the error will turn red and an error status line will appear in the status box.
- 23) Section icons will turn to "draft" yellow; section icon will have red outline with "warning" indicator. Status line will read "Warning". Status box will list error statements.

Home
 Check for Errors

## 2008 Adult Felony Probation

Report for Adams County Probation Department (01-P-01), Quarter 1 reporting period covering 1/1/2008 through 3/31/2008. Report due on 10/31/2008. Current report status is "Warning".

Save Draft

Print Page

Save Final

Print All

Submit

Cancel

Preparer  
Draft

Parts I, II, III  
Warning

Part IV  
Draft

Warning: Line P Pre-Trial Supervision does not equal the value for "Line K Pre-Trial Supervision"

Warning: Line P Post-Sentence Supervision does not equal the value for "Line K Post-Sentence Supervision"

Warning: Line P Split Sentence Supervisions does not equal the value for "Line K Split Sentence"

PART I - SUPERVISIONS		1	2	3	4	5	6	7	8	9	10
		Pre-Trial Supervision	Post-sentence Supervision	Split Sentence Supervisions	Inter-State Accepted	Intra-State Accepted	Supervision in Lieu of Prosecution	Judgment Withheld	Drug Court Supervision	Other (Specify)	Total Supervisions (columns 1-9)
A.	Supervisions Previously Pending	9	9	9	9	9	9	9	9	9	81
B.	New Supervisions Received	9	9	9	9	9	9	9	9	9	81
C.	Supervisions Re-Opened	0	0	0	0	0	0	0	0	0	0
D.	Total Supervised Cases Before You (add lines A through C)	18	18	18	18	18	18	18	18	18	162

PART II - CLOSED AND INACTIVE SUPERVISIONS											
E.	Discharged (Completed Probation)	0	0	0	0	0	0	0	0	0	0
F.	Revoked Because of New Offense	0	0	0	0	0	0	0	0	0	0
G.	Revoked for Technical Violation	0	0	0	0	0	0	0	0	0	0
H.	Absconded and/or Warrant Active	0	0	0	0	0	0	0	0	0	0
I.	Other Closed/Inactive Supervisions (Specify)	0	0	0	0	0	0	0	0	0	0
J.	Subtotal Closed/Inactive Supervisions (add lines E through I)	0	0	0	0	0	0	0	0	0	0
K.	Supervisions Pending (line D minus line J)	18	18	18	18	18	18	18	18	18	162

PART III - STATUS ON PENDING SUPERVISIONS											
L.	Standard Supervision	0	3	0	0	0	0	0	0	0	3
M.	Intra-State Transferred Out	0	0	0	0	0	0	0	0	0	0
N.	Inter-State Transferred Out	0	0	0	0	0	0	0	0	0	0
O.	Other Supervisions (Specify)	0	0	0	0	0	0	0	0	0	0
P.	Total (should equal line K)	0	3	0	0	0	0	0	0	0	3

- 24) All errors have to be corrected before the report can be saved as "Save Final".
- 25) As each error is corrected, click on "Save Draft" and the report will update the error statement lines in the status box.

- 26) When all errors on section have been corrected, click “Save Final” and the section icon will turn green or ready.
- 27) When all sections have been filled out, all section icons will be green and state “Ready to Submit”.
- 28) You can print page by page or print entire report. Click Print button and System will also ask you if you want to save to your hard drive.
- 29) There is a “Check for Errors” button in the status box which allows you to have the system check any time for errors showing on the report.

**2008 Adult Felony Probation**

Report for Adams County Probation Department (01-P-01), Quarter 1 reporting period covering 1/1/2008 through 3/31/2008. Report due on 10/31/2008. Current report status is "Ready to Submit".

**Adult Felony Probation Report**

**Probation Department and Preparer Information - Felony**

<b>County Information</b>	
County:	Adams
Court ID:	01-P-01
Time period covered in report:	Quarter 1 for 2008
<b>Preparer Information</b>	
Name of Preparer:	ajamesdev - James, Angie
Date Prepared:	10/21/2008 11:39 AM
Phone Number:	234-1871
Email Address:	agames@courts.state.in.us
Status:	Ready to Submit

**Courts (Select all courts that apply)**

Available Courts:	01C01 - Adams Circuit Court 01D01 - Adams Superior Court
-------------------	---

**Report Verification Information**

- 30) When report is finished and all section icons state “Ready to Submit”, click on the “**Submit**” button to send the report to ICOR. **Report is NOT sent to ICOR until the “Submit” button is selected.**
- 31) Once submitted, report is locked and cannot be changed unless you call helpdesk and ask to unlock. You can view anytime.
- 32) Section icons turn blue and status will change to “Submitted”.
- 33) Status on preparer line and in status box will state “Submitted”.
- 34) Click on Home button to return to Master County Screen.

**2008 Adult Felony Probation**

Report for Adams County Probation Department (01-P-01), Quarter 1 reporting period covering 1/1/2008 through 3/31/2008. Report due on 10/31/2008. Current report status is "Submitted".

Buttons: Home, Check, Save Draft, Print Page, Save Final, Print All, Unsubmit, Cancel, Preparer (Submitted), Parts I, II, III (Submitted), Part IV (Submitted)

Report saved and submitted.

**Adult Felony Probation Report**

**Probation Department and Preparer Information - Felony**

<b>County Information</b>	
County:	Adams
Court ID:	01-P-01
Time period covered in report:	Quarter 1 for 2008
<b>Preparer Information</b>	
Name of Preparer:	ajamesdev - James, Angle
Date Prepared:	10/21/2008 11:40 AM
Phone Number:	234-1871
Email Address:	ajames@courts.state.in.us
Status:	Submitted

**Courts (Select all courts that apply)**

Available Courts:	01C01 - Adams Circuit Court 01D01 - Adams Superior Court
-------------------	---

- 35) Master County screen now shows quarter submitted and icon has turned blue. Next available quarter is now green and other quarters remain gray until the previous quarter has been submitted.

County **Lake** Year **2008**

Probation Forms **45-P-03 Lake Superior Court - County 2 Probation**

<b>2008 Adult Felony Probation</b>	Quarter 1 Submitted	Quarter 2 Submitted	Quarter 3 Available	Quarter 4 Unavailable
<b>2008 Adult Misdemeanor Probation</b>	Quarter 1 Submitted	Quarter 2 Submitted	Quarter 3 Available	Quarter 4 Unavailable
<b>2008 JLS Demographics Probation</b>	Quarter 1 Available	Quarter 2 Unavailable	Quarter 3 Unavailable	Quarter 4 Unavailable
<b>2008 JLS Financial Probation</b>	First Half Available	Second Half Unavailable		
<b>2008 Juvenile Probation</b>	Quarter 1 Available	Quarter 2 Unavailable	Quarter 3 Unavailable	Quarter 4 Unavailable

- 36) If you prepare reports for more than one court, drop down box on the Master County Screen allows you to choose court and probation department.

County <b>Lake</b> ▾		Year <b>2008</b> ▾	
Probation Forms		45-P-03 - Lake Superior Court - County 2 Probation ▾	
<b>2008 Adult Felony Probation</b>	<b>Quarter 1</b> <i>Submitted</i>	45-P-01 - Lake Superior Court - Probation	
		45-P-02 - Lake Superior Court - County 1 Probation	
<b>2008 Adult Misdemeanor Probation</b>	<b>Quarter 1</b> <i>Submitted</i>	45-P-03 - Lake Superior Court - County 2 Probation	
		45-P-04 - Lake Superior Court - County 3 Probation	
		45-P-05 - Lake Superior Court - County 4 Probation	
<b>2008 JLS Demographics Probation</b>	<b>Quarter 1</b> <i>Available</i>	<b>Quarter 2</b> <i>Unavailable</i>	<b>Quarter 3</b> <i>Unavailable</i>
		<b>Quarter 4</b> <i>Unavailable</i>	
<b>2008 JLS Financial Probation</b>	<b>First Half</b> <i>Available</i>	<b>Second Half</b> <i>Unavailable</i>	
<b>2008 Juvenile Probation</b>	<b>Quarter 1</b> <i>Available</i>	<b>Quarter 2</b> <i>Unavailable</i>	<b>Quarter 3</b> <i>Unavailable</i>
		<b>Quarter 4</b> <i>Unavailable</i>	

- 37) For questions or problems using the application, please contact helpdesk  
**Toll-free at (888) 275-5822** or email [jtachelpdesk@jtac.in.gov](mailto:jtachelpdesk@jtac.in.gov)

# **ADULT FELONY AND MISDEMEANOR PROBATION QUARTERLY REPORTS**

The matrixes on the traditional paper worksheets for Adult Felony and Adult Misdemeanor Probation Reports contain three parts, which are subdivided into supervisions, dispositions of supervisions, and status of pending supervisions.

## **Columns – Supervisions**

<b>PART I - SUPERVISIONS</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
		Pre-Trial Supervision	Post-sentence Supervision	Split Sentence Supervisions	Inter-State Accepted	Intra-State Accepted	Supervision in Lieu of Prosecution	Judgment Withheld	Drug Court Supervision	Other (Specify)	Total Supervisions (columns 1-9)
A.	Supervisions Previously Pending	0	40	6	4	0	1	0	0	3	54
B.	New Supervisions Received	0	11	1	0	0	0	0	0	0	12
C.	Supervisions Re-Opened	0	0	0	0	0	0	0	0	0	0
D.	Total Supervised Cases Before You (add lines A through C)	0	51	7	4	0	1	0	0	3	66

The categories designated in Part I, II, and III, Columns 1-10 are defined as follows:

### **1. Pre-trial Supervisions**

Some courts order a defendant to be supervised by the probation department as a condition of the defendant's release on bail pending trial. This type of supervision should be entered in this column. This supervision is closed when the court renders the decision concluding the case. If the person is placed on probation as part of the sentence, a new supervision is opened.

### **2. Post Sentence Supervisions**

The probation department will report in this category persons ordered under supervision after conviction and sentencing. Generally the Post-Sentence supervisions represent convictions where the entire sentence is suspended in favor of probation only. Also, when a person is given credit for time served awaiting sentencing or trial, and only placed on probation, this category is used. Pursuant to Indiana Code 35-38-2.6-3, this category includes placement in a community corrections program as an alternative to commitment to the

department of correction, subject to residential bed or home detention unit availability. When a convicted person is sentenced to a local facility, to be followed by probation, the probation department will report the supervision under Column 3 instead.

### **3. “Split-Sentence” Supervision**

The probation department will report in this category those persons ordered under supervision after a commitment to the Indiana Department of Correction for a period of time, or commitment to a local facility. These cases should not be counted until the convicted person is released from the institution and is being supervised by the probation department. At the time the convicted person is released, the supervision is received by the probation department and reported on Line B. This category includes any sentence that is a combination of confinement and probation and almost always involves felony convictions rather than misdemeanors, although some misdemeanor convictions will result in split sentences. If a felony sentence is partially suspended, the Indiana Code requires the person be placed on probation. Probation departments should include those sentences that are for one year or more, before deducting for good behavior. Confinement facilities include the Department of Correction, Community Correction facilities, and rehabilitation units that are considered secure facilities. The key to this category is that the sentence involves a period of commitment in a secure facility, to be followed by probation. “Shock probation” should now be listed in this column. Shock probation is essentially a sub-category of a split sentence supervision since both involve a defendant serving a period of incarceration followed by a period of probation.

### **4. Interstate Accepted**

If the probation department receives transfers of probationers through the Interstate Compact (from another state), the department will report those probationers in this column. When the probationer has completed probation or is otherwise removed from supervision in Indiana, the supervision will be disposed of on the appropriate line item.

### **5. Intrastate Accepted**

If the probation department receives transfers of probationers through the Intrastate compact (from another Indiana county), the department will report

those probationers in this column. When the probationer has completed probation or is otherwise removed from supervision in the receiving county, the supervision will be disposed of on the appropriate line item.

#### **6. Supervision in Lieu of Prosecution**

If a court determines that probation is a better alternative rather than actual prosecution for a crime (generally misdemeanors), including some sort of court-ordered treatment, the probation department will report the supervision in this category. There must be a court order for this category to be used. Most counties use this category for their court-ordered diversion programs. Indiana Code 12-23-5-1 permits this type of supervision when the court “takes judicial notice of the fact that proper early intervention, medical, advisory, or rehabilitative treatment of the defendant is likely to decrease the defendant’s tendency to engage in antisocial behavior.”

#### **7. Judgment Withheld**

When the prosecutor and defendant have agreed to withhold judgment during a period of deferred prosecution, frequently the defendant is supervised by a probation officer. If your department supervises defendants while judgment is withheld based on an agreement with the prosecutor, report the supervision in this column.

#### **8. Drug Court Supervision**

Most Drug Courts have their own supervisors, appointed through the court. However, there are some Drug Courts that rely on probation officers to assist in the supervision of the defendants assigned to drug court as part of their probation. If your department assists the drug courts in supervising defendants assigned to drug court, report the supervision in this column. You may leave the column empty if your department does not supervise drug court assignments

#### **9. Other**

The probation department will report persons under supervision under circumstances not reflected in Columns 1-8. An explanation must be provided in the free form text field in Part IV, question 8. Examples may include an offender who is reinstated on probation following a period of time in which a warrant was



active and/or an offender originally transferred by the reporting department to another jurisdiction subsequently returns to the reporting department's jurisdiction during the same supervision.

## **10. Total Supervisions**

(Add Columns 1-9): Columns 1-9 for each line entry are automatically tallied and updated by ICOR. The preparer should verify that the totals are accurate.

### **Part I — Adult Supervisions**

This Part includes the total supervisions assigned to the reporting probation office. The number includes previously pending, newly received supervisions, and supervisions re-opened. The total represents the number of supervisions the office had pending during the quarter.

<b>PART I - SUPERVISIONS</b>	
<b>A.</b>	Supervisions Previously Pending
<b>B.</b>	New Supervisions Received
<b>C.</b>	Supervisions Re-Opened
<b>D.</b>	Total Supervised Cases Before You (add lines A through C)

#### **Part I, Line A: Supervisions Previously Pending**

The number of supervisions pending at the end of the previous quarter should be entered on Line A. Previously pending supervisions are those supervisions that have not been closed, transferred or inactivated before the end of the previous quarter. For the first quarter of each year, Line A will be left blank and the department will be required to either enter the number of supervisions pending at the close of the 4th Quarter of the previous year (found on Line O of the 2007 Report) or, if you have done a hand count of your files, you may enter the results of your hand count.

However, for the 2nd Quarter, the ICOR application will automatically carry forward the number of supervisions that are pending at the end of the 1st Quarter (Line K of the 2008 Report) to automatically fill in Part I Line A for you on

the report for the 2nd Quarter. This same process will take place for your 3rd and 4th Quarter reports.

### **Part I, Line B: New Supervisions Received**

The number of “New Supervisions Received” during the quarter should be entered on Line B, under the appropriate category the probation supervision falls, as discussed above.

### **Part I, Line C: Supervisions Re-Opened**

The number of “Supervisions Re-Opened” during the quarter should be entered on Line C, under the appropriate category the probation supervision falls, as discussed above.

This classification is NEW for the 2008 Report. On this line, the probation department should enter a supervision that had previously been reported as closed or inactive but the department has now resumed active supervision. For example, if the probationer had absconded, but he has now returned to your supervision, that should be reported on this line. If you reported a particular supervision as closed or inactive in 2007 or earlier because the probationer had transferred to another state (interstate transfer out) or to another Indiana county (intrastate transfer out) and he returned to your supervision in 2008, that supervision should be reported on this line. However, because in 2008 interstate and intrastate transfers out are no longer considered inactive, if a probationer transferred out in one quarter of 2008 but in a later quarter returned, you would not enter that supervision on this line since his supervision would already have been counted on Line A as a supervision previously pending.

### **Part I, Line D: Total Supervisions before You**

ICOR will automatically add Lines A, B, and C for you and will enter the total on Line D, again under the appropriate category the probation supervision falls.

## **Part II—Closed and Inactive Supervisions**

When a person is released from probation, the type of disposition should be noted in the appropriate column. Not all dispositions close the file. Sometimes the probation file is inactivated for a period of time, as is discussed below.

1	2	3	4	5	6	7	8	9	10
Pre-Trial Supervision	Post-sentence Supervision	Split Sentence Supervisions	Inter-State Accepted	Intra-State Accepted	Supervision in Lieu of Prosecution	Judgment Withheld	Drug Court Supervision	Other (Specify)	Total Supervisions (columns 1-9)

**PART II - CLOSED AND INACTIVE SUPERVISIONS**

E. Discharged (Completed Probation)	0	1	0	0	0	0	0	0	1
F. Revoked Because of New Offense	0	0	0	0	0	0	0	0	0
G. Revoked for Technical Violation	0	5	0	0	0	0	0	0	5
H. Absconded and/or Warrant Active	0	2	0	0	0	0	0	0	2
I. Other Closed/Inactive Supervisions (Specify)	0	2	0	0	0	0	0	0	2
J. Subtotal Closed/Inactive Supervisions (add lines E through I)	0	10	0	0	0	0	0	0	10
K. Supervisions Pending (line D minus line J)	0	41	7	4	0	1	0	3	56

### Part II, Line E: Discharged (Completed Probation)

For the Adult Felony and Misdemeanor reports, the probation department should report a discharged probation supervision when the person has completed the term of probation. Generally the probation department receives a notice of discharge from the sentencing court. If the reporting probation department is conducting supervision as a courtesy county for another probation department within Indiana or outside, when the supervised person's probation is discharged in the sentencing county, it is counted on Line I, under Columns 4 or 5, rather than this Line.

### Part II, Line F: Revoked Because of New Offense

Entries on Line F represent supervisions where the supervised person's suspended sentence has been revoked because of a new offense. In order to count a closed supervision on this Line, the court must have signed a revocation order. If the revocation resulted from a new offense and a technical violation, only the new offense (Line F) should be counted. This category may also be used for those offenders who are arrested on a new offense while under "Supervision in Lieu of Prosecution" or Pre-trial supervision and subsequent charges are filed. If the reporting probation department is conducting supervision as a courtesy county for another probation department within Indiana or outside, when the supervised person's probation is revoked in the sentencing county, it is counted on Line I, under Columns 4 or 5, rather than this Line.

### **Part II, Line G: Revoked for Technical Violation Only**

Entries on Line G should be made when the supervised person is no longer under supervision due to revocation of the suspended sentence because of a technical violation (i.e., any violation of the terms of probation other than commission of a new offense). In order to count a closed supervision on this Line, the court must have signed a revocation order. This category may also be used for those offenders who fail to successfully complete “Supervision in Lieu of Prosecution” and are subsequently prosecuted on the original offense or for persons on Pre-trial supervision whose bond is revoked and who are removed from pre-trial supervision. Examples of technical violations include failing a random drug screening test, leaving the jurisdiction without permission, possession of a weapon, et cetera. If the reporting probation department is conducting supervision as a courtesy county for another probation department within Indiana or outside, when the supervised person’s probation is revoked in the sentencing county, it is counted on Line I, under Columns 4 or 5, rather than this Line.

### **Part II, Line H: Absconded and/or Warrant Active**

Entries on Line H represent those supervisions that have been inactivated because the supervised person has fled the jurisdiction, whether a bench warrant has been issued by the sentencing court or not. If the supervision is returned to the probation department, the supervision is reopened by entering the supervision under the appropriate category in Part I. Until such time as the warrant is executed or the probation is otherwise closed, the probation department may be required to maintain the file in its inactive status, depending on the court’s directions. If the reporting probation department is conducting supervision as a courtesy county for another probation department within Indiana or outside, when the supervised person has absconded, with or without an active warrant, it is counted on this Line under Columns 4 or 5.

### **Part II, Line I: Other Closed/Inactive Supervisions**

Entries on Line I represent persons whose supervision is no longer active for reasons other than those reflected in Lines E through H above. Most frequently probation departments acting as courtesy departments for Intrastate or Interstate transferees will use Line I. When a probation department for another jurisdiction supervises a person, and the supervision is closed or otherwise

inactivated due to the above reasons, the courtesy probation department closes the case on Line I.

Line I is also used when the department determines that no more assistance is necessary for the supervised person, or is closed for lack of ongoing interest in the supervised person (i.e. a supervised person absconded at the end of his or her probation sentence and a determination is made to terminate his probation rather than revoke).

Examples of reasons for Line I entries include death of the supervised person, serving sentence in another state under a different conviction, incarcerated in another jurisdiction so probation supervision is no longer relevant. Another example is when probation is completed but the county reporting the disposition was conducting supervision through the Interstate or Intrastate compact.

#### **Part II, Line J: Subtotal Closed/Inactive Supervisions**

ICOR will automatically calculate the totals of closed and inactive supervisions for each supervision category, adding Lines E through I.

#### **Part II, Line K: Supervisions Pending at End of Quarter**

To arrive at the number of supervisions pending at the end of the reporting period, ICOR will subtract Line J from Line D, for each column. ICOR will do this for you automatically, so you don't have to manually enter data on this line. This number should be the number of persons on active probation at the end of the reporting period, and should represent the Line A entries for the following reporting period.

### **Part III – Status on Pending Supervisions**

This section of the Report is new in 2008. It provides greater detail on how the open supervisions reported in Part I are being handled by the probation department. (Note: The Part III section of the 2007 Report has been re-designated Part IV for the 2008 Report).

	1	2	3	4	5	6	7	8	9	10
	Pre-Trial Supervision	Post-sentence Supervision	Split Sentence Supervisions	Inter-State Accepted	Intra-State Accepted	Supervision in Lieu of Prosecution	Judgment Withheld	Drug Court Supervision	Other (Specify)	Total Supervisions (columns 1-9)
<b>PART III - STATUS ON PENDING SUPERVISIONS</b>										
L. Standard Supervision	0	41	0	0	0	0	0	0	0	41
M. Intra-State Transferred Out	0	0	0	0	0	0	0	0	0	0
N. Inter-State Transferred Out	0	0	0	0	0	0	0	0	0	0
O. Other Supervisions (Specify)	0	0	0	0	0	0	0	0	0	0
P. Total (should equal line K)	0	41	0	0	0	0	0	0	0	41

### Part III, Line L: Standard Supervision

This line represents the typical “on probation” supervision that the probation department provides for a probationer or a person being supervised on pre-trial release. A supervision that has unique aspects and is otherwise not described in Lines M or N would be recorded on Line O.

### Part III, Line M: Intra-State Transferred Out

Supervisions that have been transferred to another department within Indiana are reported on this line. In prior years, when probation supervisions were transferred to another probation department in Indiana, these supervisions were subtracted from the number of supervisions that the probation department had pending, but because the department may be required to maintain a file on the person for court reports or other purposes, beginning in 2008, the supervision will still be reported by the originating probation department as pending even if supervision is transferred to another probation department within Indiana. If the supervised person returns to the original sentencing jurisdiction after having been reported as Line M, Intrastate Transferred Out, the supervision status is changed to either Line L or Line O, depending on the type of supervision.

### Part III, Line N: Inter-State Transferred Out

Supervisions that have been transferred to another state are reported on this line. In prior years, these supervisions were subtracted from the number of supervisions that the probation department had pending, but because the department may be required to maintain a file on the person for court reports or other purposes, beginning in 2008, the supervision will still be reported by the

originating probation department as pending even if supervision is transferred to another state.

Interstate transfers occur when the probation sentence involves special needs, available only in distinct jurisdictions, or the supervised person resides out of state. If the supervised person returns to the original sentencing jurisdiction after having been reported as Line N, Interstate Transferred Out, the supervision status is changed to either Line L or Line O, depending on the type of supervision.

### **Part III, Line O: Other Supervisions (specify)**

A pending supervision that is otherwise not reported on Lines L, M or N would be recorded on Line O. If supervisions are reported on this line, they must be explained in the text box found in Part IV, Question 8. Entries on this line include files where fees remain unpaid, or restitution is still outstanding. Also, if the supervisee is currently incarcerated for a violation, is serving a split sentence and is not being supervised or the intake/initial meeting is pending, the supervision is reported on this line.

### **Part III, Line P: Total – Should equal line K under Part II**

ICOR will automatically add lines L through O for you. The numbers on Line P should equal the numbers on Line K because Part III of the report is simply a more detailed description the pending supervisions that are reported on Line K.

## **Comments Regarding Column and Line Entries**

By reporting returning supervisions, the probation department is counting cases, not just persons. If a person is facing convictions/sentences/charges in multiple cases and is assigned to one probation department, the department reports each sentence, in the relevant column, on the relevant report(s). For example, if a person is charged with both a misdemeanor and felony, the supervision assigned is reported on both the Adult Felony report and Adult Misdemeanor Report.

The probation department must report the supervision based on the case type assigned to the case filed. If a case is filed with felony charges but the conviction

and sentence are on a lesser-included misdemeanor, the supervision is still reported on the Felony report because the case type assigned to the filing was a felony case type. Likewise, if a misdemeanor case is filed and then the charging information is amended to include additional felony charges, the supervision is reported on the Adult Misdemeanor report, based on the original case type assigned to the case.

## Part IV — General - Additional Information

This Part relates to additional information regarding the assigned supervisions, regarding risk assessments, substance abuse disruptions and diversion programs. Beginning in 2008, all questions in Part IV must be filled out in order to submit a final report. The preparer will see an error statement echoing this policy on ICOR.

### PART IV - GENERAL

If your department completes both the adult felony report and the adult misdemeanor report, please answer questions 1-5 on only one of the reports.

1. What is the total number of felons or misdemeanants under probation supervision with your department at the end of the reporting period: (List Highest Classification.)

Felons	Misdemeanants
513	0

2. Of the supervisions reported in question one above, how many are classified by the risk assessment tool as:

A. High	224
B. Medium	183
C. Low	106
D. Administrative	0
E. Total (A through D)	513

What Risk Assessment Tool was used?

Indiana Risk

3. How many other administrative classifications did you have at the end of the reporting period? (These are in addition to the cases reported in question 2 above. Example: an offender released from probation but file open for fees/programs only.)

0

If your department completes both the Adult Felony and the Adult Misdemeanor Reports, Questions 1- 5 should be answered on only one of the reports. The system will ask the preparer to provide the following information:



### **Question 1, Total number of felons or misdemeanants under probation supervision with your department at end of reporting period**

This number reflects the actual number of people (not cases) on probation at the end of the period. If you are supervising a person for a felony, but also supervising that person for a misdemeanor, count that person only in the felony category, do not count that person again as a misdemeanor.

### **Question 2, Risk Assessment Classifications**

Pursuant to Probation Standard 4.2, all supervisions must be classified as to relative risk using an approved risk assessment instrument, including the Indiana Risk Assessment Instrument, LSI-R, COMPAS, YASI, LSCM-I, Washington State Juvenile Assessment (or other if approved by the Judicial Center). In 2005, the Judicial Conference Board of Directors granted permission to probation departments to use more advanced risk assessment instruments in place of the Conference mandated Indiana instrument. All probation departments must use an approved risk assessment instrument and complete workload measures based on the classification categories, as required by Probation Standard 4.2. An important part of the workload measures formula is the number of high, medium, low and administrative supervisions each probation department handles. In order to qualify for additional probation officers, the classifications must be reported on this report. The Workload Measures System provides departments with a standardized risk assessment, needs assessment and an accompanying workload formula. These systems were designed for the intelligent allocation of resources and as a means of measuring the work being performed. Beginning with the first quarter 2008 report, this question must be filled out completely in order to submit a final report. Line E, Total, is automatically tallied and updated by ICOR. Line E should be equal to the number of felons and the number of misdemeanants listed in Question 1. Also list which risk assessment tool was used. A text box is provided on ICOR to list the tool.

### **Question 3, Other Administrative classifications at the end of the reporting period**

These are in addition to question 2 above. These would include cases where the defendant has been assigned to the department but has not been processed yet, and those files where the assignment was made through a court service such as drug court or deferred prosecution.

4.A. How many pre-sentence investigations were completed during the reporting period?

20

B. How many other reports (e.g., family law, home study, pre-trial release, predisposition on PTR) were completed during the reporting period? (Do not include A & D Program reports.)

Please specify type and quantity:

Type	Quantity	Description (If Type is "Other")
<Click to Select Type>	0	
<Click to Select Type>	0	
<Click to Select Type>	0	

5.A. Does your department conduct services for diversion programs or other non-probation based programs (i.e., urine screens for prosecutor diversion programs, etc.)?

Yes

No

X

B. If yes, please list each entity that requested service with your department and the services requested:

C. What was the total amount of revenue, if any, received during the quarter from these services?

\$0.00

#### Question 4A, Pre-Sentence Investigations

If a probation department receives an order from a court to conduct a pre-sentence investigation and conducts the investigation during the reporting period, it must be reported here. All courts about to sentence on Classes A, B and C Felony convictions will order a pre-sentence investigation. A court may also order a pre-sentence investigation for a Class D felony conviction, but rarely orders for a misdemeanor. Because of lack of resources, the probation departments do not need to conduct pre-sentence investigations unless ordered by the court.

**B.** Many probation departments are asked to conduct other reports for the court system, including home studies, pre-trial release recommendations, family law evaluations and predispositions on Petitions to Revoke probation. To the extent the department created any additional reports, identify the type of report and the number of each in the space provided.

#### Question 5, Provision of Services for Outside Programs

If a probation department contracts to provide services for various programs, the department should indicate so in this question, list the entity(ies) in the free form text field and any revenue received from the services provided (dollar value). The

purpose of the question is to determine how many probation departments provide contractual services to outside entities (examples: urine screens for prosecutor diversion programs, criminal history check for other departments, substance abuse education or “thinking for a change” taught to non-probationers, alcohol education, defensive driving class, et cetera). Also included as some of the services potentially provided by the probation department are community corrections programs associated with the department, where the person is not on probation but only on house or work release, yet the department monitors the person during the relevant time period.

6. Of the supervisions received this quarter (Line B, Column 10), how many were convicted of a substance abuse offense as defined in the Instruction Manual?

7

7. Of the supervisions received this quarter (Line B, Column 10), how many were convicted of a sex offense as defined in the Instruction Manual?

0

8. Please explain entries in "Other" categories from Parts I and II.

when someone is released from probation they are discharged either satisfactorily or unsatisfactorily or revoked.

### Question 6, Substance Abuse Offense Supervisions

From the total number of supervisions received during the reporting period (Part I, Line B, Column 10), the probation department will report how many were based on substance abuse convictions or charges. Below is a list of the substance abuse offenses (list is comprehensive but may not be exhaustive); if a supervision relates to an offense not listed but involves substance abuse, include the supervision here.

- Attempt or Conspiracy to: deal, possess, deliver, manufacture drugs: methamphetamine, controlled substance, cocaine, marijuana, legend drug
- Dealing in a Schedule I, II, III, IV or V Controlled Substance: Cocaine, Marijuana, Hash Oil or Hashish, Legend Drug
- Dealing in a Substance Represented to be a Controlled Substance
- Dealing/Possessing a Look-alike Substance
- Dealing in a Counterfeit Substance
- Furnishing alcohol to a minor
- Possession/Consumption/Transportation of Alcohol by a Minor
- Maintaining/Visiting a Common Nuisance

- Entrance by a Minor in a Tavern
- Obtaining a Drug by Fraud: Legend or controlled substance
- All classifications of Impaired Driving offenses (Class A, C Misdemeanors, Class C, D Felonies, Watercraft felonies and misdemeanors, controlled substance possession)
- Possession of Controlled Substance, Cocaine, Legend Drug, Marijuana, Hash Oil or Hashish, Methamphetamine, Narcotic
- Possession of Paraphernalia, Precursors, Reagents and Syringes
- Dealing in Paraphernalia
- Prescription Fraud, Deceit, Forgery
- Public Intoxication
- Penalty for failure to pay tax
- Glue Sniffing

**Question 7, Number of supervisions received Line B, Column 10 that were convicted of a sex offense**

From the total number of supervisions received during the reporting period (Part I, Line B, Column 10), the probation department will report how many were based on sex convictions or charges. Below is a list of sex offenses:

- Rape
- Criminal deviate conduct
- Child molesting
- Child exploitation
- Child seduction
- Sexual Misconduct with a Minor
- Incest
- Possession of Child pornography
- Vicarious sexual gratification; fondling in presence of minor
- Child solicitation
- Sexual battery
- Sexual trafficking of a minor
- Prostitution or Promoting Prostitution
- Attempt or Conspiracy to commit any of the above

### Question 8, Explanations for “Other” Categories in Parts I, II and III

When a probation department enters supervisions in Column 9, or Lines I or O, or both, please provide explanations in this free form text field. However, if 25 supervisions were included in Column 9 for reactivated supervisions after a warrant was executed, one mention of the explanation is sufficient.

## **2008 JUVENILE PROBATION QUARTERLY REPORT**

### Columns—Referral Categories

<b>2008 JUVENILE PROBATION REPORT (PART I) - PRELIMINARY INQUIRIES</b>				
<b>PART I (A): REFERRALS</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Non-Status Delinquents</b>	<b>Status Delinquents</b>	<b>Other (Specify Below)</b>	<b>TOTAL</b>
A. Referrals Previously Pending	0	0	0	0
B. New Referrals	0	0	0	0
C. <b>Total Referrals Before Probation Department (add lines A &amp; B)</b>	0	0	0	0

The categories designated in Part I (A), Columns 1-3, are defined as follows:

#### **1. Non-Status Delinquents**

Juveniles referred to the probation department for an act that would be a crime if committed by an adult, pursuant to Indiana Code 31-37-1 et seq.

#### **2. Status Delinquents**

Under Indiana Code 31-37-2-1 et seq., juveniles referred to the probation department for acts that are delinquent acts due to their age, such as truancy,

runaway, incorrigibility, curfew violation, and violations of Indiana Code 7.1-5-7 et seq. (concerning minors and alcoholic beverages).

### **3. Other Referrals**

Juveniles referred to the probation department under circumstances that are not reflected in the above definitions. If this category is used, the department should provide the reasons in the free form text field below Part I (B). A probation department may use this column when a report regarding a juvenile is directed to a probation office for information only, or the report does not rise to the level of an offense, whether status or non-status. The department should reflect all referrals directed to the department but sometimes they do not represent offenses that can be prosecuted or otherwise disposed.

Prior to 2008, juveniles referred to the probation department who are defined as Children in Need of Services (CHINS) under Indiana Code 31-34-1-1 et seq. were reported in a separate column. For the 2008 report, CHINS referrals should be recorded under the “Other” category. If a juvenile has been determined to be in need of services and also has committed an offense or a report has been referred to the probation department regarding the juvenile, the probation department should report the referral under this category. In addition to the preliminary inquiry, the probation department may be able to discuss the issues with a social worker or other person assigned to the case to determine the best remedies the department can offer the juvenile.

## Part I (A)—Referrals

A.	Referrals Previously Pending
B.	New Referrals
C.	<b>Total Referrals Before Probation Department (add lines A &amp; B)</b>

What is a ‘Referral’ and who makes it?

A probation department includes in the referral category any allegation of juvenile misconduct, whether it stems from the police, parents, school, commercial businesses or other adults. Examples of referrals can be police reports of juvenile misconduct, complaint of incorrigibility by a parent, report from a school as to truancy or misconduct by the juvenile, allegation by a neighbor regarding misconduct by juvenile, or report from a retail store regarding shoplifting allegations. If an allegation triggers some action by the department, whether the department determines it is credible or prosecutable, the report is counted under referrals.

Generally the probation department receives the report but in some counties, the prosecutor receives the report and forwards it to the appropriate probation department. As discussed above, the referral is categorized based on the type of allegation alleged, i.e. non-status offense, status offense or offense by a child involved in a CHINS matter.

### Part I, Line A: Referrals Previously Pending

The number of referrals pending at the end of the previous quarter should be entered on Line A, “Referrals Previously Pending.”

For the first quarter of each year, Line A will be left blank and the department will be required to either enter the number of referrals pending at the close of the 4th Quarter of the previous year (found on Line J of the 2007 Report) or, if you have done a hand count of your files, you may enter the results of your hand count.

However, for the 2nd Quarter, the ICOR application will automatically carry forward the number of referrals that are pending at the end of the 1st Quarter (Line K) to automatically fill in Line A for you on the report for the 2nd Quarter. This same process will take place for your 3rd and 4th Quarter reports.

### Part I, Line B: New Referrals

Enter referrals received by the probation department during the reporting period.

### Part I, Line C: Total Referrals Before Probation Department

You do not need to do anything here. ICOR automatically tallies and updates the pending and new referrals on Line C, "Total Referrals Before Probation Department."

## Part I (B)—Disposition of Referrals

1	2	3	4
Non-Status Delinquents	Status Delinquents	Other (Specify Below)	TOTAL

### PART I (B): DISPOSITION OF REFERRALS

D. Preliminary Inquiry With Recommendation to File Petition	0	0	0	0
E. Preliminary Inquiry With Recommendation to Dismiss	0	0	0	0
F. Preliminary Inquiry With Recommendation to Refer to Another Agency or County	0	0	0	0
G. Preliminary Inquiry With Recommendation For Informal Adjustment	0	0	0	0
H. Preliminary Inquiry With Recommendation for Waiver	0	0	0	0
I. Other Disposition of Referral (Specify below)	0	0	0	0
<b>J. Total Referrals Disposed (add lines D through I)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>K. Referrals Pending (line C minus line J)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



When a referral is filed with a probation department, the department reviews the referral to determine if it should make a recommendation to the prosecutor to file a Petition, recommend dismissal, or other disposition. Probation Departments should conduct preliminary inquiries on all referrals filed with the department. Sometimes the department will receive multiple referrals for the same juvenile. Each referral receives its own disposition, regardless of whether collectively they are considered in one inquiry and then prompt the department to recommend a Petition be filed. The following are the different disposition types for referrals:

#### **Part I, Line D: Preliminary Inquiry With Recommendation to File Petition**

If the department determines that the prosecutor should file a Petition with the court for the offense alleged, the referral is disposed on Line D, under the same category that it was reported, regardless of whether the recommended petition will allege a status or non-status offense.

#### **Part I, Line E: Preliminary Inquiry With Recommendation to Dismiss**

The probation department should use Line E to dispose referrals that should be dismissed. Sometimes the referral alleged a legitimate offense or difficulty but by the time the inquiry is conducted, the issue has been resolved. An example is when a department receives a report from the school that a juvenile has been truant. When the department conducts its inquiry, the juvenile has already moved to his father's home and is enrolled in his new school. That referral would be disposed on Line E. The key is that if the preliminary inquiry is conducted and the department determines that the issue alleged is resolved, the referral should be dismissed.

#### **Part I, Line F: Preliminary Inquiry with Recommendation to Refer to Another Agency or County**

Sometimes the department will receive a report alleging an issue that is better resolved by another county or agency, whether private or government funded. If the juvenile gets into mischief in your county, but he lives in another county, it may be more appropriate to recommend that the matter be handled in the juvenile's home county. If so, that would be reported on Line F. Likewise, if the department determines that the best resolution for the juvenile is to have the issue resolved by another agency, the department should dispose the referral on

Line F. A probation department may refer cases to a variety of agencies including mental health or psychological facilities/agencies, school educational testing agency, community services agency. The key is that the probation department has determined, after its preliminary inquiry, that the community services provide better remedies than probation or informal adjustment will.

### **Part I, Line G: Preliminary Inquiry with Recommendation for Informal Adjustment**

An informal adjustment is essentially a contract between the juvenile, the court and the probation officer for a period of time, giving the juvenile an opportunity to adjust his or her behavior, rather than be charged with an offense. This tool is used in lieu of prosecution. The disposition is not an adjudication, does not require court costs to be paid, and does not require the juvenile to admit any wrongdoing.

Informal adjustments are advised when the state has probable cause to file a petition but the juvenile is better off receiving an opportunity to correct his or her actions. Frequently, the juvenile is normally a good child, but made a poor decision, at the wrong time, in the wrong place. The decision carries consequences, but an informal adjustment is more likely to remedy the situation than the prosecutor pursuing a case.

Informal adjustments can be for as long as six months, with an option to extend the time for another six months.

### **Part I, Line H: Preliminary Inquiry With Recommendation for Waiver**

Enter the referral in Line H if the department not only recommends that the prosecutor file a Petition with the court for the offense alleged, but also makes a recommendation that jurisdiction of the case be waived to a court that would have jurisdiction had the act been committed by an adult.

Please explain entries on Line I or Column 3 "Other."



### **Part I, Line I: Other Disposition of Referral**

The probation department uses Line I when a referral is disposed but the reason is not reflected in Lines D through H. Examples include a determination that the referral does not rise to the level of prosecutable offense, or the juvenile is already on probation, so the department will not benefit from conducting a preliminary inquiry, or the juvenile is warned by the department but released with conditions. When a department uses Line I, please provide an explanation for each reason in the free text field shown below (on the system, the text box appears below the Part I matrix). If the department disposed of 5 referrals due to warning and release, one explanation is satisfactory. The free form text gives the Division an opportunity to examine whether more disposition types should be added to the report.

### **Part I, Line J: Total Referrals Disposed**

You do not need to do anything here. ICOR will automatically calculate the number of dispositions reported for each category, Lines D through I.

### **Part I, Line K: Referrals Pending**

Relax, ICOR will do the math for you, automatically subtracting Line J from Line C in Part I. The numbers in Line K will be the number of referrals that are pending at the end of the reporting period. ICOR will automatically carry forward the numbers from Line K to Line A of your next quarter's report for the year. (It will not carry that number forward to Line A of the report for the next calendar year however.)

## Part II—Supervisions

If a probation department has received a referral, conducted a preliminary inquiry, and the juvenile has been given an informal adjustment, the probation department will supervise the juvenile and report these supervisions in either Column 3 (Non-status Delinquents) or Column 4 (Status Delinquents).

If the preliminary inquiry led to a prosecutor filing a petition and the court orders supervision, the probation department will receive the juvenile as a supervision and report these supervisions as Post-Adjudication supervisions, in either Column 1 or 2.

### 2008 JUVENILE PROBATION (PARTS II thru IV)

#### PART II: SUPERVISIONS

	Post-Adjudication		Informal Adjustment		5	6	7	8
	1	2	3	4				
	Non-Status Delinquents	Status Delinquents	Non-Status Delinquents	Status Delinquents	Intra State Accepted	Inter State Accepted	Other (Specify)	Total Supervisions
A. Supervisions Previously Pending	0	0	0	0	0	0	0	0
B. Supervisions Received	0	0	0	0	0	0	0	0
C. Supervisions Re-opened	0	0	0	0	0	0	0	0
D. Total Supervisions Before You (Add lines A through C)	0	0	0	0	0	0	0	0

### Part II, Line A : Supervisions Previously Pending

Part II, Line A represents the supervisions previously pending in the probation department. For the first quarter of each year, Line A will be left blank and the department will be required to either enter the number of supervisions pending at the close of the 4th Quarter of the previous year (found on Line R of the 2007 Report) or, if you have done a hand count of your files, you may enter the results of your hand count.

However, for the 2nd Quarter, the ICOR application will automatically carry forward the number of supervisions that are pending at the end of the 1st Quarter (Line M of the 2008 Report) to automatically fill in Part II Line A for you on the report for the 2nd Quarter. This same process will take place for your 3rd and 4th Quarter reports.

### **Part II, Line B: Supervisions Received**

This line represents the number of new supervisions the probation department received for each category of juvenile during the reporting period.

### **Part II, Line C: Supervisions Re-opened**

This classification is NEW for the 2008 Report. On this line, the probation department should enter a supervision that had previously been reported as closed or inactive but the department has now resumed active supervision. For example, if the probationer had absconded, but he has now returned to your supervision, that should be reported on this line. If you reported a particular supervision as closed or inactive in 2007 or earlier because the probationer had transferred to another state (interstate transfer out) or to another Indiana county (intrastate transfer out) and he returned to your supervision in 2008, that supervision should be reported on this line. However, because in 2008 interstate and intrastate transfers out are no longer considered inactive, if a probationer transferred out in one quarter of 2008 but in a later quarter returned, you would not enter that supervision on this line since his supervision would already have been counted on Line A as a supervision previously pending.

### **Part II, Line D—Total Supervisions Before You**

ICOR will automatically tally and update the total supervisions before the probation department on Part II, Line D.

## Columns—Supervision Categories

PART II: SUPERVISIONS							
Post-Adjudication		Informal Adjustment		5	6	7	8
1	2	3	4				
Non-Status Delinquents	Status Delinquents	Non-Status Delinquents	Status Delinquents	Intra State Accepted	Inter State Accepted	Other (Specify)	Total Supervisions

The types of supervision listed in Columns 1-7, Parts II, III, and IV are defined as follows:

### 1. Post-Adjudication Non-Status Delinquents

Juveniles who are ordered under supervision for non-status offenses, as a result of a formal court disposition.

### 2. Post-Adjudication Status Delinquents

Juveniles who are ordered under supervision for status offenses, as a result of a formal court disposition.

### 3. Informal Adjustment Non-Status Delinquents

Juveniles who are ordered under supervision for a status offense, as a result of an informal adjustment.

### 4. Informal Adjustment Status Delinquents

Juveniles who are ordered under supervision for status offenses, as a result of an informal adjustment.

### 5. Intra State Accepted Supervision

Juveniles accepted under supervision from other courts within Indiana. Generally, the resident county uses this category when the juvenile and/or the family reside in a different county than where the sentence was issued and the original probation department has requested courtesy supervision.

## 6. Interstate Accepted Supervision

Juveniles accepted under supervision from outside Indiana. Generally this category is used when the receiving probation department provides services for special needs juveniles. Transfer to another state is very expensive, and most probation departments must seek permission to do so.

## 7. Other supervisions

Juveniles ordered to be supervised under circumstances not reflected in Columns 1-6 above. Because CHINS supervisions had been reported in separate columns in 2007 but they are not reported in separate columns in 2008, CHINS supervisions should be entered in the Other column. NOTE: If a probation department reports supervisions in this category, it must provide explanation for those juveniles in Part V, Question 8(free form text), for each type of juvenile reported.

## 8. Total Supervisions

ICOR will automatically add up the total supervisions for each Line entry provided in Parts II, III and IV.

## Part III—Closed and Inactive Supervisions

PART III: CLOSED AND INACTIVE SUPERVISIONS										
E.	Discharged (Closed Supervision)	0	0	0	0	0	0	0	0	0
F.	Modified & Committed to Correctional Facility (DOC) (Technical Violation)	0	0	0	0	0	0	0	0	0
G.	Modified & Committed to Correctional Facility (DOC) (New Offense)	0	0	0	0	0	0	0	0	0
H.	Other Closed Supervisions (Specify)	0	0	0	0	0	0	0	0	0
I.	Removed from Supervision Because of New Offense	0	0	0	0	0	0	0	0	0
J.	Absconded	0	0	0	0	0	0	0	0	0
K.	Other (Specify below)	0	0	0	0	0	0	0	0	0
L.	<b>Total Closed/Inactive Supervisions (add lines E through K)</b>	0	0	0	0	0	0	0	0	0
M.	<b>Supervisions Pending (line D minus line L)</b>	0	0	0	0	0	0	0	0	0

When a juvenile is released from supervision, the type of disposition must be reflected under the appropriate supervision category. Prior to 2008, if a probation supervision was transferred to another state (interstate transfer-out) or to another county in Indiana (intrastate transfer-out), the supervision was reported as inactive. However, in 2008 those transfer-out supervisions are now considered pending. The types of dispositions are defined as follows:

### **Part III, Line E: Discharged (Closed Probation)**

When a juvenile has successfully completed his or her probation, the supervision is disposed on Line E. Also reported on Line E are the supervisions where probation has been revoked due to a litany of technical violations. The probation department will petition for a modification of the probation and the original supervision will be discharged.

### **Part III, Line F: Modified and Committed to Correctional Facility (Technical Violation)**

When a juvenile is removed from probation due to a revocation and subsequent commitment to a correctional facility for technical violations of the conditions of probation. A technical violation is any violation of a condition of probation other than commission of an offense. A correctional facility may include any facility through the Department of Correction or any detention facility. Entries on Line F should be differentiated from entries on Line G, where probation has been revoked due to an adjudication for a new offense and the juvenile is committed to a correctional facility. Example: a juvenile on probation continues to test positive for marijuana, which is a violation of the conditions of probation. The Judge may execute the juvenile's sentence and send the juvenile to the Department of Correction. The probation office would have petitioned to modify the probation due to the rule violation (drug test) and the Judge modified the sentence to include commitment time.

### **Part III, Line G: Modified & Committed to Correctional Facility (New Offense)**

Persons no longer under supervision due to revocation of their suspended sentence because of a new offense. If the revocation resulted from a new offense and a technical violation, only the new offense (LineG) should be counted.



### **Part III, Line H: Other Closed Supervisions**

The probation department should report any supervisions that have been closed or inactivated, under any circumstances not reported in Lines E through G. If a probation department reports supervisions in this category, it must provide explanation for those juveniles in Part V, Question 8 (free form text), for each type of juvenile reported. Examples: the juvenile: (1) dies; (2) has been released due to a court order of emancipation prior to age 18.

### **Part III, Line I: Removed from Supervision Because of New Offense**

The probation department should report supervisions that have been inactivated due to a petition for modification of probation prompted by a referral to the department that the juvenile has committed a new offense. Line I entries differ from the other modifications because the department has received a referral and recommended a petition be filed or a modification of the original probation, rather than discovering the violations through its own supervision. The department will presumably be reassigned the juvenile for supervision at some point, due to the new offense, but the file must be inactivated until such time as the court has ordered a renewed supervision.

### **Part III, Line J: Absconded**

The probation department should report supervisions that are inactive because the juvenile has fled the jurisdiction. Sometimes the juvenile has left the jurisdiction due to a family move, or on his or her own volition. The department does not need to distinguish between the reasons the juvenile has left the jurisdiction, but should inactivate the file pending discovery of the juvenile and possible return to probation supervision. If the juvenile returns to the probation department, the supervision is reopened on Line C in Part II.

### **Part III, Line K: Other**

The probation department should report supervisions that have been inactivated due to circumstances not reflected above. If the department reports supervisions inactivated on this Line, it should provide the explanations in Part V, Question 8 (free form text box). Example of when to use Line K: the parents or whole family have moved and the department does not know where they are. Another example is if the juvenile dies during the probation sentence.

### Part III, Line L: Total Closed/Inactive Supervisions

ICOR will automatically calculate the totals of closed and inactive supervisions for each supervision category, adding Lines E through K.

### Part III, Line M: Supervisions Pending

You do not need to do anything here. ICOR automatically will deduct the total closed and inactive supervisions from the total pending, received and re-opened supervisions and will enter the numbers on this line for you.

## Part IV: Status of Pending Supervisions

This section of the Report is new in 2008. It provides greater detail on how the open supervisions reported in Part II are being handled by the probation department.

(Note: The Part IV section of the 2007 Report has been re-designated Part V for the 2008 Report).

PART IV: STATUS OF PENDING SUPERVISIONS								
		Post-Adjudication		Informal Adjustment				
		1	2	3	4	5	6	7
		Non-Status Delinquents	Status Delinquents	Non-Status Delinquents	Status Delinquents	Intra State Accepted	Inter State Accepted	Other (Specify)
								8 Total Supervisions
N.	Standard Supervision	0	0	0	0	0	0	0
O.	Modified & Placed in an In-state Residential Facility (Technical Violation)	0	0	0	0	0	0	0
P.	Modified & Placed in an In-state Residential Facility (New Offense)	0	0	0	0	0	0	0
Q.	Modified & Placed in an Out-of-state Residential Facility (Technical Violation)	0	0	0	0	0	0	0
R.	Modified & Placed in an Out-of-state Residential Facility (New Offense)	0	0	0	0	0	0	0
S.	Placed in Community Transition Program (Actively Providing Services)	0	0	0	0	0	0	0
T.	Intrastate Transferred Out	0	0	0	0	0	0	0
U.	Interstate Transferred Out	0	0	0	0	0	0	0
V.	Other (Specify below)	0	0	0	0	0	0	0
W.	Total Status (should equal Line M)	0	0	0	0	0	0	0

#### **Part IV, Line N: Standard Supervision**

This line represents the typical supervision that the probation department provides for a probationer. A supervision that has unique aspects and is otherwise not described in Lines O-U would be recorded on Line V.

#### **Part IV, Line O: Modified & Placed in an In-State, Residential Facility (Technical Violation)**

When the juvenile's probation has been modified by the court based on a technical violation (any violation other than commission of an offense), and the juvenile is subsequently placed in a residential facility located within the state of Indiana, the supervision should be reported on this line. This category does not include those juveniles who are placed in a non-correctional facility on an original charge. Example: A juvenile committed a technical violation while on probation and the probation department files a petition to modify the probation. The judge determines that the juvenile should be placed in a non-correctional facility, such as juvenile detention in Indiana. The juvenile is not considered incarcerated. Because the probation office continues to report to the court on the juvenile's progress in the facility, the file is not closed. If placement in the facility was prior to the probation, the supervision is not counted on this line because the placement was not due to a modification sought by the probation department.

#### **Part IV, Line P—Modified & Placed in an in-state Residential Facility (New Offense)**

When the juvenile's probation has been modified by the court based on a new offense, and the juvenile is subsequently placed in an in-state, residential facility, the supervision should be reported on this line. This category does not include those juveniles who are placed in a non-correctional facility on an original charge. Example: While on probation, a juvenile committed an act that would be a crime if committed by an adult and the probation department files a petition to modify the probation. The judge determines that the juvenile should be placed in a non-correctional facility, such as juvenile detention in Indiana. The juvenile is not considered incarcerated. Because the probation office continues to report to the court on the juvenile's progress in the facility, the file is not closed. If placement in the facility was prior to the probation, the supervision is not counted on this line because the placement was not due to a modification sought by the probation department.

#### **Part IV, Line Q: Modified & Placed in an out-of-state, Residential Facility (Technical Violation)**

The probation department should report the supervisions in which the terms of probation have been modified by the judge to place the juvenile in a residential facility outside the state of Indiana. The only difference between Lines O and Q relates to where the residential facility is located. Many special needs juveniles are placed in out-of-state facilities to promote their rehabilitation. As with Line O entries, the probation department continues to monitor the juvenile while in the facility, to report on educational, medical, familial issues as well as work on the transition plans for the juveniles, when they are released from detention.

#### **Part IV, Line R: Modified & Placed in an Out-of-State Residential Facility (New Offense)**

When the juvenile's probation has been modified by the court based on a new offense, and the juvenile is subsequently placed in a residential facility located outside the state of Indiana, the supervision should be reported on this line. The only difference between Lines P and R relates to where the residential facility is located.

#### **Part IV, Line S: Placed in Community Transition Program**

Many probation departments coordinate their work with the Community Transition Programs in their counties. If the department provides services when a juvenile is placed in a community transition program, include the supervision on this line in the appropriate column. If your supervisee is placed in a community transition program but you do not provide any services, the supervision should be disposed of in Part III rather than considered open and active.

#### **Part IV, Line T: Intrastate Transferred Out**

Supervisions that have been transferred to another department within Indiana are reported on this line. In prior years, when probation supervisions were transferred to another probation department in Indiana, these supervisions were subtracted from the number of supervisions that the probation department had pending, but because the department may be required to maintain a file on the juvenile for court reports or other purposes, beginning in 2008, the supervision will still be reported by the originating probation department as pending even if supervision is transferred to another probation department within Indiana.

#### **Part IV, Line U: Interstate Transferred Out**

Supervisions that have been transferred to another state are reported on this line. In prior years, these supervisions were subtracted from the number of supervisions that the probation department had pending, but because the department may be required to maintain a file on the juvenile for court reports or other purposes, beginning in 2008, the supervision will still be reported by the originating probation department as pending even if supervision is transferred to another state.

#### **Part IV, Line V: Other**

A pending supervision that is otherwise not reported on Lines O-U would be recorded on Line V. If supervisions are reported on this line, they must be explained in the text box found in Part V, Question 8.

#### **Part IV, Line W: Total Status**

ICOR will automatically total up the various status types (Lines N-V). Because Part IV of the report is a more detailed description of the probation supervisions that are pending, Line W must equal Line M.

## Part V—Reports, Risk Assessments, Substance Abuse

PART V: REPORTS, RISK ASSESSMENTS, SUBSTANCE ABUSE	
1. How many predispositional reports were completed during the reporting period?	<input type="text"/>
2. How many progress reports on the implementation of the Court's Decree were completed during the reporting period?	<input type="text"/>
3. What is the total number of juvenile probationers under supervision with your department at the end of the reporting period?	<input type="text"/>
4. Of the supervisions reported in question 3 above, how many are classified by the risk assessment tool as:	
A. High	<input type="text"/>
B. Medium	<input type="text"/>
C. Low	<input type="text"/>
D. Administrative	<input type="text"/>
E. Total (A through D)	<input type="text" value="0"/>
What Risk Assessment Tool was used?	<input type="text"/>
5. How many other administrative classifications did you have at the end of the reporting period? (These are in addition to the cases reported in question 3 above. Example: a juvenile is released from probation but file open for fees/programs only.)	<input type="text"/>
6. Of the supervisions received this quarter (Line B, Column 8), how many were convicted of a substance abuse offense as defined in the instruction manual?	<input type="text"/>
7. Of the supervisions received this quarter (Line B, Column 8), how many were convicted of a sex offense as defined in the instruction manual?	<input type="text"/>
8. Please explain entries in "other" categories from Parts II, III, and IV.	<input type="text"/>

Part V asks for specific information related to the referrals and supervisions before the probation office for the reporting period. The following information is requested:

### Question 1, Predispositional Reports

The probation department should indicate the total number of predispositional reports completed during the quarter, including all reports filed after a petition has been filed with the court. These are similar to pre-sentencing reports ordered by the Judge in adult probation cases.

### Question 2, Progress Reports

The probation department should indicate the total number of progress reports completed. A progress report is defined as any written report filed with the court or the probation office subsequent to adjudication. Reports may be completed by

the probation department, counselors, detention facilities, or other interested persons.

### **Question 3, Number of Probationers**

The matrix Parts I through IV report on the numbers of supervisions. Question 3 in this section focuses on the number of individuals under your supervision. The number may or may not be equal to the number of supervisions pending at the end of the reporting period.

### **Question 4, Risk Assessment**

Classification of supervisions requires the probation department to report the classifications of all supervisions pending at the end of the reporting period (Part III, Line M, Column 8). This question is intended to reflect the classification levels of active supervisions only. Use the current risk assessment/reassessment instruments to determine the figures. This question must be completed fully in order to submit a final report. ICOR will automatically tally and update the total number of reported supervisions and this number should be identical to the value of Part III, Line M, Column 8.

### **Question 5, Risk Assessment: Administrative**

If the juvenile has been assigned to the department but has not been processed yet, or the assignment was through a non-probation court service, the supervision is reported on this line.

### **Question 6, Substance Abuse Offense**

Even though the question refers to “conviction,” the probation department should report all supervisions that involve substance abuse, including informal adjustments, received during the reporting period (Part II, Line B, Column 8). The list of substance abuse offenses provided above for the Adult Probation forms applies to this question as well.

### **Question 7, Sex Offense**

From the total number of supervisions received during the reporting period (Line B, Column 8), the probation department will report how many supervisions were

based on adjudications for sex offenses. The list of sex offenses provided above for the Adult Probation forms applies to this question as well.

#### **Question 8, Explanations for “Other”**

If the probation department entered data in Column 7 of Parts II, III or IV, or on Lines H or K of Part III, or on Line V of Part IV, it should indicate the reasons in this free form text. The department need not indicate more than once each reason given.